

BUDGET AND ACCOUNTING ADMINISTRATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative position in the fire department, the primary duties and responsibilities of which are preparing the fire department's budget, estimating costs in all areas, and preparing and submitting projection reports. The employee of this class approves all department expenditures and serves as a liaison between the city Finance Department and the Fire Department. Incumbent performs routine duties independently, reporting to and having work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assists the Fire Chief in the preparation of the departmental operating budget by gathering information, and compiling and organizing data to be used in preparing the department budget. Estimates costs in all areas of the fire department, including salaries; promotions and pay raises; overtime pay; benefits; clothing; department divisional supplies; fire station supplies; fuel costs; maintenance; new equipment and tools; equipment repairs building maintenance and repairs; and new building construction costs. Prepares and submits projection reports on forecasted estimate of costs to the Finance Department. Submits recommendations and develops cost objectives concerning future funding needs of fire department, ranging from advice on funding construction projects to the hiring of fire personnel. Serves as a liaison between the city Finance Department and the Fire Department working to solve discrepancies in the department's budget and financial records.

Reviews and approves all department expenditures and compares to operating budget to ensure that departmental guidelines are met. Reports budget discrepancies and recommends solutions to the Fire Chief. Maintains the property tax fund, special funds, capital improvement fund, and the general operating capital fund. Reconciles all funds in the operating budget and reports balance of such funds to the Fire Chief. Maintains accounts payable by verifying that checks are deposited to the correct account and recorded properly. Maintains ledgers and ensures that such are reconciled.

Communicates with vendors in order to establish charge accounts, research costs, order supplies, and reconcile invoices. Makes

recommendations on purchases. Orders department supplies in accordance with departmental procedures.

Tracks expenditures from the grant fund and ensures grant money is used to procure the particular items designated by grant. Ensures that matching funds exist. Submits financial paperwork concerning grants to the city Finance Department. Reports all available funds to the Fire Chief.

Studies new and existing laws for budget or purchasing purposes. Tracks legislation that may affect the budget and recommends costs objectives for short and long-term goals. Develops new accounting policies and procedures and submits recommendations to the Fire Chief.

Provides general supervision to Fire Records Clerks assigned to the Budget and Accounting Administrator by assigning work duties and schedules. Provides assistance to the incumbents in these positions in technical areas of work. Provides on-the-job training to new employees in procedures as needed. Holds regular meetings with Special Services Division in order to verify forms and documentation on expenditures. Meets with all division supervisors to gather information as needed. Serves as a liaison between the to other fire department divisions, and with outside agencies as directed. Attends meetings, seminars, and conferences as directed.

Maintains computer and hard copy files, such as invoices; personnel records of payroll; leave time; overtime reports; fire department buildings; grants; and federal disaster files. Writes correspondence relating to budgetary needs and submits with the operating budget. Writes memos in response to payroll questions received by fire department personnel such as leave balances and workman's compensation claims. Prepares or reviews charts and spreadsheets relating to the budget including past budgets and projected expenditures.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the

position, with or without accommodation.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

MUST MEET ONE OF THE FOLLOWING:

Must have a Bachelor's Degree in accounting and at least three (3) years in progressively responsible positions involving accounting or budgeting work.

OR

Must have at least ten (10) years in progressively responsible positions involving accounting or budgeting work with a full time paid fire department.